

School of Global Japanese Studies

Application Guidelines for Study Abroad and Internship Program 2019 (FALL)

1. **【List of Study Abroad and Internship Program】**

Please refer to the separate list of the Study Abroad and Internship Program for the academic year 2019.

2. **【Program Period】**

One semester/ two quarters to a maximum of one academic year starting between August 2019 and October 2019

Departure or return dates differ according to the academic calendar of each institution. Please refer to the list of the Study Abroad and Internship Program for the academic year 2019 (separate sheet) for each program schedule.

※For students who are in their 4th year and considering to participate in the Study Abroad and Internship Program in the fall semester must well consider about their graduation requirements and their job hunting schedule. 4th year students might not be able to satisfy their graduation requirements by participating in the program in the fall semester. If they wish to participate in the program in their 4th year period, they must contact the Nakano Academic Affairs Office (SGJS office) before they apply for the program.

※There are some programs that 4th year students cannot participate in due to the differences between academic calendar of host institutions and Meiji University. Please check the List of Study Abroad and Internship Program for the academic year 2019 (separate sheet) for more details.

3. **【Program Fees】 Students must pay all fees at their own expense**

~~Students must pay the tuition fee for both Meiji University and their host institutions to participate in the Study Abroad and Internship Program.~~

The List of Study Abroad and Internship Program for the academic year 2019 (separate sheet) shows fees for 2018. The program fees are subject to change. Please note that participants need to bear fees for visa application, travel expenses, international travel insurance and other fees designated by each host institution, as well as their living expenses. These fees vary depending on foreign exchange rate and lifestyle of the participant.

4. **【Grant】**

The School of Global Japanese Studies offers a grant called “SGJS Study Abroad Grant” to assist participants of the Study Abroad and Internship Program with their payment for the program fees for SGJS. This grant will partially subsidize their tuition fee for SGJS depending on the duration and the cost of their participating programs. (Application period is scheduled to be announced in April, 2019.)

Application Requirements:

Applicants must meet the following three criteria.

- a. Applicants must have GPA 2.0 or above.
- b. Applicants must earn 80% or more of the maximum allowed credits by the end of the previous academic year.
- c. Applicants must pay the tuition for the spring semester by the designated deadline in the academic year which they participate in the Study Abroad and Internship Program.

※ Candidates are to be selected according to the overall evaluation of academic records and an interview. Please note that all candidates do not always receive the grant. Also, the total amount of grant will differ depending on the program period and the program fees.

※ Recipients of the Meiji University Special Scholarship cannot receive this grant.

5. **【Credit Transfer】**

Program participants can apply for credit transfer to SGJS from their host institution. Those who entered in academic year 2013 or after can be approved to transfer a maximum of 24 Meiji credits per semester, and those who entered in 2012 or before can be approved to transfer a maximum of 20 Meiji credits per semester.

※Credits participants earn at their host institution will be approved as credits of SGJS, based on to the contents and total number of lecture hours. The number of approved credits may not be the same as the credits which participants earned at their host institution.

6. **【Application Requirements】**

Applicants must meet the following five criteria.

(1) Applicants must meet all criteria, including language requirements, designated by the host institution.

※Applicants must have a valid TOEFL iBT or IELTS scores which are valid when they arrive at their host institution between August 2019 and October 2019. TOEFL iBT and IELTS scores are valid for two years after their test date.

※SGJS accepts TOEFL iBT score taken by November 25, 2018 or IELTS scores taken by November 10, 2018.

(2) Applicants must be in good health and have no problem to study abroad during the program.

※Those who have chronic diseases or any pre-existing conditions must get an approval of their physician before applying for the program.

(3) Applicants must understand required expenses for the program and have enough funds.

※Applicants who successfully pass the SGJS internal screening will be required to submit their financial statement when applying for their host institutions.

(4) Applicants must understand and agree to the term and conditions indicated on the “Program Agreement (School of Global Japanese Studies Study Abroad and Internship Program)” and get an approval of their guarantor.

(5) Applicants with non-Japanese citizenship may not be allowed to join programs in their home countries.

7. 【How to Apply, Application Deadline, and Where to Submit】

Both of the following procedures are necessary for the application.

- (1) **Online application**
- (2) **Submission of all the application documents**

Submission deadline for (1) and (2): 6 pm Friday, November 30, 2018

Once you register the online application form, you need to submit the application documents to Counter No.4, Nakano Campus Office by the deadline. The applicant must submit them by themselves.

(1) **Online application**

Registration deadline: 6 pm Friday, November 30, 2018

Visit the Meiji University official website and login to Oh-o! Meiji System

→Click the “HOME” tab

→Click “Questionnaires” titled “2019 Study Abroad and Internship Program (FALL)”

→Answer questions

(2) **Application Documents**

Please submit the following ① to ⑥.

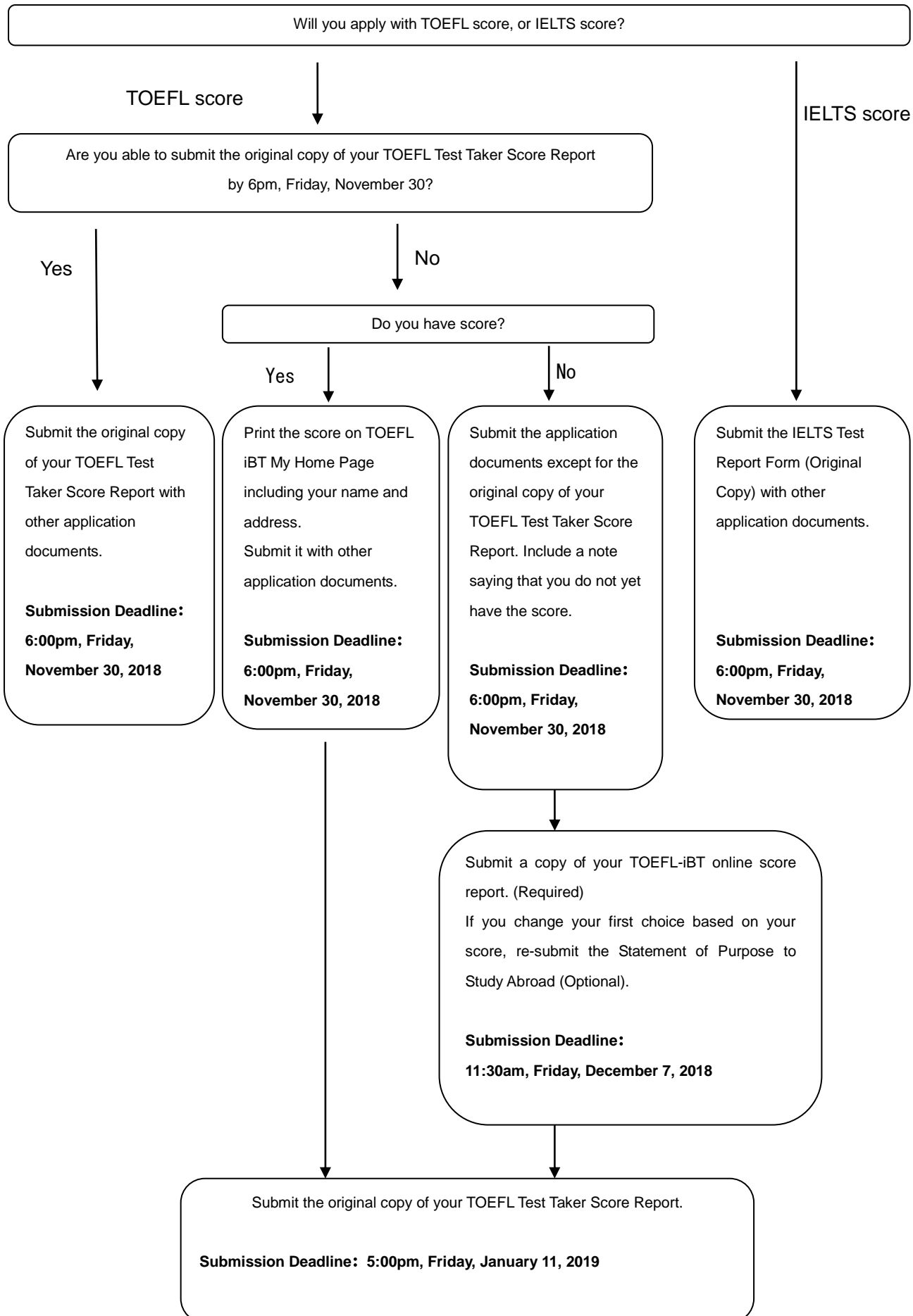
Submission deadline: 6 pm Friday, November 30, 2018

Application Documents	Notes
① 2019 SGJS Study Abroad and Internship Program (FALL) Application Form (Designated form)	<ul style="list-style-type: none">• Type and print double sided on A4 size paper.• Please have your signature and complete the checklist by handwriting after printing it out. (in black ink)• Erasable pen is not acceptable.
② Program Agreement (School of Global Japanese Studies Study Abroad and Internship Program) (Designated form)	<ul style="list-style-type: none">• Applicants' guarantor must sign the agreement.• Applicants are recommended to prepare this document well in advance.• Erasable pen is not acceptable.

<p>③ Statement of Purpose to Study Abroad (in English)</p>	<ul style="list-style-type: none"> • Type and print double sided on A4 size paper Font: Times New Roman Font size: 12 point Number of words: 900-1100 words Essay must include the following items: <ol style="list-style-type: none"> 1) What made you apply for this program 2) Study/ Research plan at your host institution 3) Your future goal/ career plan <p>* Describe your name and student ID number on the top-right corner of the paper.</p> <p>* Describe the total number of words.</p> <p>* Include the title, "Statement of Purpose to Study Abroad".</p>
<p>④ TOEFL Test Taker Score Report or IELTS Test Report Form (Original Copy)</p>	<ul style="list-style-type: none"> • It cannot be returned after submission • If you will not be able to submit the original copy by the application deadline, or apply without the score, please refer to the "Notes for submitting the TOEFL Test Taker Score Report or IELTS Test Report Form (Original Copy)".
<p>⑤ Most Recent Academic Report</p>	<ul style="list-style-type: none"> • It can be downloaded from the Oh-o! Meiji portal site. • Please note that an Official transcript issued by the automated certificate issuing machine cannot be accepted.
<p>⑥ A photocopy of Passport ID page</p>	<ul style="list-style-type: none"> • This must include the applicant's name, date of birth, passport number, and photo. • Applicants with dual citizenship must submit photocopies of both passports. • Passport must be valid at the time of the SGJS internal screening. <p>【Applicants who do not have their valid passport OR Applicants with passports expiring within six months after the program end date】</p> <p>Please prepare valid passport for the participating program by the middle of February 2019.</p>

8. Notes for submitting the TOEFL Test Taker Score Report or IELTS Test Report Form (Original Copy)

- (1) You may apply without the TOEFL score if you take the TOEFL exam on November 24 or 25, 2018. Please be aware that if you apply without the TOEFL score, you will not be able to submit another score taken before November 24. Please see the chart on the next page.
- (2) Once you submit the TOEFL Test Taker Score Report or IELTS Test Report Form, you cannot re-submit the TOEFL score taken on November 24 or 25, 2018.
- (3) If you apply without the TOEFL score and the results are higher than you expected, you cannot make changes to your choice of institutions.
- (4) If you apply without the TOEFL score and the results are lower than you expected, the top option(s) will be excluded. Institutions cannot be added or changed in principle.
- (5) If you are not able to submit the original copy of TOEFL Test Taker Score Report by the application deadline, you can submit a copy of your TOEFL-iBT online score report. In this case, however, you need to submit the original copy of TOEFL Test Taker Score Report by 5pm, Friday, January 11, 2019. Please note that for those who would like to use IELTS score must submit the original copy by the application deadline. The online score report is not acceptable.
- (6) If you apply without the TOEFL score and your top options are excluded as in (4), you will be able to re-submit the Statement of Purpose to Study Abroad with a copy of your TOEFL-iBT online score report. (Optional)



9. 【Screening Method】

At the SGJS internal screening, candidates are selected according to the overall evaluation of their GPA, application documents, and an interview. The candidates who pass the SGJS internal screening and wish to participate in the internship programs are to be interviewed by the recruiters of their internship sites. Although Meiji University will recommend all candidates to their host institutions, the final decision of acceptance is made by the host institutions.

10. 【Important dates for the program (tentative)】

Mid-October, 2018	Application begins
By Sunday, November 25, 2018	Take TOEFL iBT <IELTS must be taken by Saturday, November 10> (Applicants must apply on their own)
6:00 pm Friday, November 30, 2018	Registration deadline for online application. Submission deadline for the application documents.
11:30 am Friday, December 7, 2018	Submission deadline for a copy of TOEFL-iBT online score Report (For those who take the TOEFL exam on November 24 or 25, 2018 only) Deadline for re-submitting the Statement of Purpose to Study Abroad (Optional).
Saturday, December 15, 2018	SGJS Internal Screening Interview in English and Japanese
5:00 pm Friday, January 11, 2019	Final submission deadline for the original copy of TOEFL iBT score report (For those who have not submitted one only)
Mid-January 2019	Announcement of SGJS Internal screening results
Early February 2019	Recommend candidate students to host institutions except Internship programs
Mid-February to Early March 2019	Second screening interviews for Internship program candidates by recruiters of their internship sites
March to April 2019	Letter of Acceptance from host institutions arrives, Application for the SGJS grants
March to July 2019	Application for Visa or other required permission, Housing arrangement, Vaccinations, Application for an International travel insurance, Flight arrangements, Announcement of SGJS grant recipients
Late July 2019	Pre-departure orientation
August to October 2019	Departure
December 2019 to March 2020	Returning to Japan (Students who join the program for one semester), Submission of the following documents: Notification of Return from Study Abroad, Application for credit transfer, Report, etc.
May to June 2020	Returning to Japan (Students who join the program for one academic year), Submission of the following documents: Notification of Return from Study Abroad, Application for credit transfer, Report, etc.
October 2020	Presentation at the Study Abroad Program Post-return session

11. 【Other Important Notes】

- (1) Although students can apply for both the Meiji University student exchange program and the SGJS Study Abroad and Internship Program, please do not withdraw from the Meiji University student exchange program once you are chosen as a candidate. If students are selected as candidates for the Meiji University student exchange program, (the result will be announced in mid-January 2019) students must inform the Nakano administrative office and withdraw their applications for the SGJS Study Abroad and Internship Program as soon as possible.
- (2) If internship applicants fail the interview by recruiters of their internship site, they could be selected as candidates for other programs which they listed on their application form. However, they may not be selected as candidates for any programs if the number of applicants for other programs reach maximum or due to the procedure schedule.
- (3) Students can apply for both the Disney Internship program and the Internship programs in Hawaii (KCC and UH Manoa). However, interview results of Hawaiian internships will be prioritized due to the schedule for recruiters' interviews.
- (4) The original copy of TOEFL iBT Test Taker Report/ IELTS Test Report Form cannot be returned once they are submitted.
- (5) Students must follow the necessary procedures for their study abroad programs on their own through online application or by making contact with the host institution directly via email, or telephone calls.
- (6) Students must well consider about joining the program before they apply, because they are not allowed to withdraw from the program without an unavoidable reason once they are chosen as a participant.
- (7) If a host institution asks participants from SGJS to travel as a group, they must depart (return) from (to) Japan, using the flight designated by SGJS. In that case, they are not allowed to change the flight.
- (8) Since all important information regarding the study abroad programs will be posted on students' Oh-o! Meiji portal site, students are recommended to check their Oh-o! Meiji portal site regularly.
- (9) Orientations will be held for successful candidates. Attendance for orientations are compulsory for them.
- (10) Applicants must complete their application procedures by each deadline date. Late application or submission may cause trouble for other successful applicants.
- (11) Study Abroad and Internship Program is not an individual trip but an official program of SGJS. Therefore, students must concentrate on their study during the program period and must not join dangerous activities such as ones that are not covered by the international travel insurance including driving a car/ motorbike.

- (12) In case of an accident, SGJS will try to do its best to support its students. However, if students become involved in an accident, it is their responsibility. Students are recommended to gather safety information and other necessary information for daily life regarding the city they are staying to prevent an accident.

2019 School of Global Japanese Studies Study Abroad and Internship Program (FALL) FAQ for Application

Q1. Am I able to choose the study period?

A1. It depends on each institution. While some institutions offer choices of one-semester programs and one academic year programs, other institutions have only one semester programs. Please make sure to check the study period in the program list. You must choose the study period at the time of application.

*Please note you cannot make changes after your participation in the study abroad program is confirmed.

Q2. Can I study only in an ESL program for one semester in a community college?

A2. Participating only in an ESL program is not accepted, because this study abroad program is aimed for regular courses. However, if it is a combination of an ESL program in the first semester and the regular courses in the same institution from the second semester, it is acceptable, and it is possible to apply. If you are considering to participate in an ESL program, please consult us at Nakano Campus Office (Counter No.4).

Q3. I will not be able to submit my TOEFL score in time.

A3. If your TOEFL score has not arrived yet, please submit the printout of the "My Page" TOEFL-iBT score result screen, along with other documents by the application deadline. Please also submit the original copy as soon as it arrives. (Final deadline: 5 pm, Friday, January 11). Please be aware that if the original copy is not submitted, the passing results within the internal screening may be revoked. If you are applying with IELTS, please note that the original copy of the Test Report Form is required by the application deadline.

Q4. I will take the TOEFL test on November 24 (or 25), so I will not know the result by the deadline if my scores have met the criteria. Can I still apply?

A4. You can apply with an upcoming score if you are not able to check your TOEFL score by Friday, November 30 because of the test date. Please include a note saying that you are applying with an upcoming score when you submit other documents. Once the result is released, submit the copy of your "My page" by the deadline. The final deadline is 11:30 am, Friday, December 7, 2018. If the score does not meet the requirements, or if the score is not submitted by the deadline, you cannot proceed to the internal screening.

If the score does not meet the requirements for your first choice but meets the requirements for your second choice onward, you will automatically be screened for those choices. You can re-submit your Statement of Purpose to Study Abroad in this case. The final deadline to change your Statement of Purpose is 11:30am, Friday, December 7. Late submission will not be accepted.

Q5. Can I register with Gmail or Yahoo-mail?

A5. Only the "Meiji Mail" can be used for the application. Please register your Meiji Mail, and check it every day.

Q6. Should I write a different Statement of Purpose to Study Abroad for each institution?

A6. There is no need to write a different statement for each institution. Please make one Statement of Purpose to Study Abroad within the word limit. It can be referring to your first option. If applying with an upcoming score, and there is a possibility that you will be eligible for your second option after not passing the first option, we recommend you create a Statement of Purpose to Study Abroad to re-submit.

→Please submit your Statement of Purpose to Study Abroad together with your TOEFL "My Page" score if your second choice changed to your first choice as a result of the test score. The final deadline is 11:30am, Friday, December 7. Late submission will not be accepted.

Q7. Can I also apply to Kyotei-Ryugaku at the same time?

A7. Yes, you can apply to both; however, when the Internal Screening results are announced, you are required to confirm which program you will participate in. As a general rule, Kyotei-Ryugaku is prioritized. Especially for those applying for internship programs, you cannot hold off making the decision until the final results of the internship programs to be announced.

Q8. If I meet the language requirements, will I be guaranteed to be able to take regular courses?

A8. If the host institution concludes that your language proficiency level is insufficient, you may need to take a language course, even if you meet the TOEFL score requirements at the time of application. Please keep on working on your language skills after you pass the Internal Screening so that you can take the regular course as planned.

Q9. If I get another TOEFL score after application, can I re-submit it before the study abroad program starts?

A9. In general, you cannot re-submit your TOEFL score. However, if you are scheduled to start from an ESL program at a community college, you may be exempted from the ESL language course if your new score meets the language requirements. In such a case, please contact the Nakano Campus Office (Counter No.4) after the announcement of the Internal Screening.

Q10. If I pass the Internal Screening, does that confirm that I can participate in the study abroad program?

A10. The purpose of Internal Screening is to select candidates for each institution. Please be aware that even if you pass the Internal Screening, it does not guarantee the acceptance to each institution. (Participants in the Internship Program, in particular, will be selected through screening with a representative of the institution.)
If students are selected as a candidate for an institution, they will go through the application procedure for each institution. The final acceptance notice will be sent approximately March to April 2019.

Q11. Will all credits earned at the host institution be transferred to Meiji University?

A11. Generally, credits earned at the host institution will be transferred to Meiji University according to the number of hours and course contents listed on the Syllabus, and grades on the transcript. For this reason, the number of credits at the host institution does not necessarily match the number of credits at Meiji University. (The number of credits earned at the host institution is usually smaller than the maximum number of credits for each semester at the School of Global Japanese Studies.) Please also carefully note that the limitation of credits for language courses (including ESL courses) to be transferred to credits of Meiji University is eight credits.
For further information about credits, please contact the Nakano Campus Office (Counter No.4).

Q12. If I join the study abroad program, will it affect my job search?

A12. Studying abroad may affect your job search, depending on the year you choose to study abroad. We advise you to consult in advance, at the Employment and Career Development Support Office (6F Nakano Campus).

Q13. I am taking a Special Certification Program Course (such as the Program for Secondary School Teachers). Am I able to join the study abroad program?

A13. You can join the program, but it may become difficult to graduate from the university within a designated period. You cannot take courses for the Special Certification Program Courses in your host institution. If you are currently in a Special Certification Program Course and plan to study abroad, please consult with the Certification Courses Office as soon as possible.

*The FAQ above refers to the School of Global Japanese Studies Study Abroad and Internship Program. Please note that different rules may apply to the Kyotei-Ryugaku and Nintei-Ryugaku